

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
TELECONFERENCE CALL MINUTES  
FRIDAY, APRIL 23, 2004**

**PRESENT:** Ron Hanson, Paul Hoffman, Lloyd Levin, Peter Sveum

**EXCUSED:** Susan Hamer, Larry Sager

**STAFF PRESENT:** Dr. Barbara Showers, Director of Examinations and Education;  
William Black, DRL Legal Counsel; Pamela Meicher, Program  
Assistant

**GUESTS:** Cori Lamont, WRA

**CALL TO ORDER**

Barbara Showers called the meeting to order at 10:05 a.m. Four members were present via telephone.

**ADOPTION OF AGENDA**

**Amendment:** Election of Council Chairman

**MOTION:** Lloyd Levin moved, seconded by Ron Hanson, to amend the agenda to elect a Chairman of the Council. Motion carried unanimously.

**MOTION:** Peter Sveum moved, seconded by Ron Hanson, to adopt the agenda, as amended. Motion carried unanimously

**ELECTION OF CHAIRMAN**

**MOTION:** Paul Hoffman moved, seconded by Peter Sveum, in favor of electing Lloyd Levin as the Chairman of the RE Curriculum and Examinations Council. Lloyd Levin abstained. Motion carried.

**MINUTES (07/25/02)**

**Amendment:** Correct the motion for the 02/28/02 minutes, "Ron Hanson seconded the motion."

**MOTION:** Paul Hoffman moved, seconded by Ron Hanson, to amend the minutes of 07/25/02. Motion carried unanimously.

## **ADMINISTRATIVE REPORT**

### **Committee Roster:**

The Council noted that Peter Sveum has joined the Council.

### **Next meeting:**

The Council agreed that the next meeting will be scheduled on 09-23-04 at 1 pm.

## **EDUCATION AND EXAMINATIONS**

### **Procedures for Continuing Education Curriculum and Testout Development – Barbara Showers:**

Lloyd Levin reviewed the proposed 2005-2006 continuing education curriculum which was discussed at a previous meeting. The roman numeral courses are as follows:

- Course I. Agency creation and/or approve forms
- Course II. Agency execution and/or contract law at practice issues
- Course III. New Developments
- Course IV. Residential Course 4A – Issues related to interaction with other real estate service providers: Attorneys, title companies, mortgage originators, home inspectors, appraisers. Alternatives - Broker supervision, commercial, farm/vacant land and property management.

The Council also reviewed the course suggestions from Rick Staff, which included:

- Course I. Related to forms
- Course II. Contract laws and real estate practice.

Based on the WRA presentation, there seems to be merit for the forms course. They would like Rick Staff to share any hotline issues documentation that could be used in developing course material. They also agreed that forms and law issues could be combined and that schools could include them as long as they were included in the roman numerals. Barbara Showers will draft a cover letter to schools to address the continuing education curriculum once completed.

**MOTION:** Ron Hanson moved, seconded by Paul Hoffman, in favor of going with the Roman numeral concept and allowing schools flexibility within the first two classes. Motion carried unanimously.

**Addition to Continuing Education Courses: Selling Real Estate at Auction –  
Barbara Showers:**

The council briefly discussed selling real estate at auction. After discussion they agreed that they would not have an objection to an approved institution creating a CE course number for the area of real estate sold at auction, however, it should be created as a CE course for real estate.

**MOTION:** Paul Hoffman moved, seconded by Peter Sveum, in favor of the real estate CE course designed for the elective components of the course, which may contain auction elements, would be acceptable subject to meeting requirements for real estate CE. Motion carried unanimously.

**Review 2004 CE Testout Curriculum and Specifications Table and Review past Real Estate Board disciplinary cases - Barbara Showers:**

Barbara Showers provided the 2004 CE testout curriculum and specifications table to inform the Council what has gone on in the past. The content can be used to suggest what should be included in the continuing education at this time. The Council asked if Rick Staff could provide some documentation that could be shared to further develop what the curriculum should be and what content should be included. The Council also discussed the disciplinary document that was reviewed at the last Workshop. William Black will review it to ensure it is a public document (and take out all identifiable information) and provide Rick Staff a copy. The document can help with construction of the course materials. Then, at the September meeting, the Council will be able to look at how the repeated issues are raised, and can address them in the Roman numeral numbered items in the continuing education suggestions. These along with the hotline issues could be used to round out issues addressed in the courses.

**Consider WRA Continuing Education curriculum proposal – Barb Showers:**

The Council reviewed the WRA CE curriculum proposal and agreed that a copy of the complaint synopsis should be a compliment to the process WRA is involved in developing topic matters.

**MOTION:** Ron Hanson moved, seconded by Peter Sveum, in favor of providing a copy of the complaint synopsis as a compliment to the process the WRA is involved in developing topic matters. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Paul Hoffman moved, seconded by Ron Hanson, in favor of adjourning the meeting at 10:58 a.m. Motion carried unanimously.

**Agenda Items for Next Meeting – September 23, 2004 1:00 p.m.**

- Any hotline issues documentation from Rick Staff that he can share with the Council (for use in developing course material.)
- The disciplinary document that was distributed by Dr. Barbara Showers as part of the meeting materials for the April 13 meeting that was postponed to a later date due to lack of quorum.